

Vacancy

POSITION TITLE: Project Coordinator
COUNTRY PROGRAM: CSO Platform Thailand
RESPONSIBLE TO: Project Manager
STATUS: Full Time
SUPERVISORY CAPACITY: None
Starting: July 2024

ALIGHT, formerly known as American Refugee Committee (ARC) is an international non-profit organization that has provided humanitarian assistance to millions of beneficiaries over the past 40 years. ALIGHT works closely with governments and communities in more than ten countries around the world, helping people access basic services, and regain control of their lives after conflict, displacement, and natural disaster. In the health sector, ALIGHT provides an essential package of primary, reproductive, maternal, and child healthcare services in several refugee camps along the border with Myanmar, providing supplies, training, and supervision of refugee staff, along with community-based education. In the South East Asia, ALIGHT is implementing Global Fund funded projects in Thailand and Myanmar. ALIGHT is also a host of the CSO platform (previously known as Malaria Free Mekong), which is a network of more than 60 Civil Society and Community Organizations in the Mekong. CSO platform provides technical support, advocacy, and common space for its partners and community to share information and data focusing on health equity and inclusiveness. CSO platform is implementing GF RAI4E Malaria projects in the Mekong with the support of PR-UNOPS.

PRIMARY PURPOSE OF THE POSITION

Project Coordinator will lead project coordination and provide support in strategic planning, and malaria and community health related technical discussion. The role also includes developing and identifying relevant tools to support communities and activity-related report preparation. The position will also coordinate with CSO implementing partners in GMS countries, strategic government partners, and other local stakeholders in the field, to ensure the timely and quality delivery of the project.

MAIN DUTIES/RESPONSIBILITIES

- Work with Project Manager to ensure the successful implementation of project objectives and activities.
- Plan, coordinate, and implement project and related activities, including site visits, training and meetings (e.g., speaker and travel coordination), and work related to project consultant/vendor.
- Assists in reviewing detailed project work plans and budgets routinely
- Organizes project-related communications, including scheduling, facilitating, and documenting meetings and conference calls.
- Oversee and support CLM, GEDSI, and PSEAH activity planning and implementation
- Support project team and M&E officer in project-related data and analysis to be used as a reference for advocacy, this includes preparing briefing notes, presentations, and other advocacy materials
- Participate in meetings with external stakeholders as required.
- Finalize project activity report including a report to donor and annual progress report.

- Assists with developing approaches and tools to evaluate the effect of project activities, including collection, compilation, and analysis of feedback from project partners.
- Support increasing CSO platform network and partnership in the Mekong region and beyond.
- Identify training and capacity-strengthening needs of partners and coordinate to fulfill those needs.
- Support in the organization's other tasks assigned by the Project Manager.

EDUCATION, TECHNICAL SKILLS & KNOWLEDGE REQUIRED

- Master's Degree in Public Health, Health, Medicine, Social Science, Community Development or any other relevant field. **Health is preferred**
- Knowledge of infectious diseases with experience in working with vulnerable populations.
- Minimum 3 years experience in development projects with NGOs, Mekong region experience is a plus
- Experience in program planning, coordination, networking, and advocacy
- Ability to handle work efficiently and accurately under pressure and time constraints.
- Excellent English both verbal and written competency

This position is priority to the Thai nationality and requires frequent travel (30-40%) in Thailand and the Mekong region

INTERESTED QUALIFIED APPLICANTS ARE REQUESTED TO SEND.

- Application email indicating with expected salary
- CV (maximum 3 pages)

Send your application to: thjobs@wearealight.org